

ACTIONS NECESSARY TO PREPARE FOR YEAR-END

1. Beginning 6 August 2007 through 30 September 2007, the YESHOWSTOP report stack will be generated nightly on all Corps sites. It will include all the SHOWSTOPPER reports plus the funding and miscellaneous and RFRECON reports from the PreClosing Menu. The SHOWSTOPPER, funding and miscellaneous reports will all be incorporated into a report called stackdrv. This report will reflect a list of only failed reports generated in the stack from the previous night. You will need to review the latest stackdrv report by sequence number at /usr/tools/cefms/reports for any failed SHOWSTOPPERS. **All 'YEAR-END CLOSING SHOWSTOPPERS' must be completed with a 'Y' indicator in the completed column.** The year-end closing process cannot proceed with an 'F' in any step on the showstopper menu. Failed SHOWSTOPPERS (stackdrv report) should be monitored continually during August and September and corrected immediately. All showstoppers must be cleared by 21 September 2007. Any showstopper that is not cleared should be included in a problem report specified as needed 'PRIOR TO YEAR-END IN ORDER TO CORRECT A SHOWSTOPPER'.
2. Develop a September closing schedule that facilitates the start of the FISCAL YEAR-END CLOSING MENU at the earliest feasible time following Close-of-Business (COB) on 30 September 2007. The scheduled start time must be no later than 2400 local time on 30 September 2007. On the day you plan to close, carefully review the results of the previous night's general ledger posting and the reconciliations executed by CRON jobs. All known out-of-balances must be corrected or be awaiting receipt of scripts to correct. Contact the designated POC at the Finance Center prior to beginning the year-end closing process. The year-end closeout POCs are provided in Enclosure 4.
3. Register all collections for Contributed Funds (96R8862) in 96X8862 and fully distribute to ensure that the SGL and ENG3011a reflect the "true" EOY balances.
4. Review all financing and source appropriations on customer orders linked to advance accounts to ensure the appropriations are not canceling. If either the financing or source appropriation will cancel on 30 September 2007, take appropriate action. To adhere to disbursement cutoffs, requests to return advances must be received by the Disbursing Division no later than 20 September 2007 (reference FY 2007 YE Memo-Encl 2, paragraph 6). All advances must be linked to customer orders before your database can be closed.
5. Review CEFMS Year-End Preclosing reports for the status of closing appropriations for military appropriations. 31 U.S.C. 1552(a) states that "September 30th of the 5th fiscal year after the period of availability for obligation of a fixed appropriation account ends, the account shall be closed and any remaining balance (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose. Obligations and adjustments to obligations that would have been properly chargeable to that account, both as to purpose, time, and amount, before closing and that are not otherwise chargeable to any current appropriation account of the agency may be charged to any current appropriation account of the agency available for the same purpose."

6. Review the following CEFMS CFO reconciliation reports and identify necessary corrective journal entries:

- CFOABGLS
- CFOAREC
- CFOAPAY
- CFORECON
- PAAPPROP
- RFRECON
- RFERRORS
- 66MLREXP
- 66MLRECN

Due to the importance of the Standard General Ledgers (SGLs) year-end balances in preparing the Chief Financial Officers (CFO) Act Financial Statements, it is imperative that **ANY** and **ALL** CEFMS General Journal transactions are adequately documented, supported and carried forward to associated reports. Contact the UFC accountant assigned to your activity if you have problems identifying and/or preparing the corrections. The name and phone number of the UFC accountant assigned to each activity is included as Enclosure 3.

7. The UFC will not begin to process FY 2008 transactions until the lockout password has been removed from your database.